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4 MAY 1978

MEMORANDUM FOR: Deputy Director for Administration
FROM : F. W. M. Janney
Director of Personnel
SUBJECT : Office of Personnel Report --
Week Ending 4 May 1978

25X1A 1. (U/AIUO) First Presidential Management Intern:
[REDACTED] has been selected by the DDA as the
25X1A Agency's first Presidential Management Intern. He has
* accepted the appointment and is completing application forms.
25X1A [REDACTED] has a B.A. in political science and a master's degree
25X1A in public administration, and has completed course requirements
for his Ph.D. He spent from [REDACTED]
[REDACTED] (where he instructed in French) and three years in the
Army at the Pentagon and in Korea.

25X1A 2. (U) Recruitment Competition with FBI: Recruiters
[REDACTED] Area Recruitment
Office report that they are finding stiffer competition from
FBI recruiters. The FBI is looking for quantity, and their
procedure is to arrive at high schools with several recruiters
to administer the SET as well as typing and shorthand tests.
High school seniors who qualify as clerks are being offered
starting salaries at the GS-02 level with promise of promotion
to GS-03 in 30 days if performance is satisfactory. In com-
parison, the Agency initially hires clerks at the GS-03 level.

3. (U/AIUO) Summer-Only Program: Much progress has
been made on the Summer-Only Program, with four EOD dates
completely booked. A total of 216 EOD letters has been mailed
out and 179 EOD dates have been established.

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attachment.

25X1A * 4. (U) Executive Interchange Program: The Agency's two candidates for the President's Executive Interchange Program have been accepted. They are [REDACTED] of OER and [REDACTED] of OSI. All finalists will meet on 8 May to begin the process of matching their backgrounds with the requirements of a private industry host organization.

* 5. (U) Engineering Manpower: Based on returns from sample schools, the Engineering Manpower Commission has estimated that there are about 87,300 future engineering majors in this year's freshman class, an increase of 6.2% over last year. The number of women freshman engineers is projected to be about 10,190 (11.7% of the class), while the number of Blacks is about 5,160 (5.9% of the class).

6. (U/AIUO) New Clerical Employees: Clerical Staffing Branch entered on duty a total of 51 clerical employees during April 1978. Of this total, 11 were former employees, 13 were either Agency relatives or dependents, six were Black, and one was Hispanic.

7. (U/AIUO) Voluntary Investment Plan: The following are the latest unit price changes for the Growth and Income Funds. The unit price on the Growth Fund is recomputed every two weeks while the price on the Income Fund is recomputed every four weeks:

<u>FUND</u>	<u>EFFECTIVE DATE</u>	<u>UNIT PRICE</u>
GROWTH	10 April 1978	\$ 8.80
"	24 April 1978	9.02
INCOME	27 March 1978	\$14.48
"	24 April 1978	14.61

The 22 cents rise in the Growth Fund unit price reflects the recent favorable action on the stock market while the 13 cents rise in the Income Fund results from a dividend of \$16,400, reflecting the difference between the guaranteed net rate of CY 1977 of 8.15% and the final actual effective net rate of 8.49%.

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8. (U/AIUO) Retirement Activity: The figures shown below depict total retirement activity for the period 1 January through 30 June 1978. The figures in the clear indicate totals; those in parenthesis represent individuals who have opted for discontinued service or "involuntary" retirement, and these are included in the total figure. Thus, of 178 persons to go by 30 June, 68 will go under the "liberal" options.

	<u>CSC</u>	<u>CIARDS</u>	<u>Total</u>
Retired	36 (9)	60 (16)	96 (25)
Signed to Go	19 (11)	63 (32)	82 (43)
Total	55 (20)	123 (48)	178 (68)

9. (U/AIUO) Reaffirmation -- CIARDS: The status of the one-time reaffirmation memoranda for participants in CIARDS is as follows:

Memos sent - 2,488
Memos returned - 2,358

Elected to return
to CSRS - 20

25X1A 10. (U) Regulations: We forwarded the revision of [REDACTED], "Exit Processing for Separations and Extended Leave," to Regulations Control Branch for publication.

11. (U) Blood Donor Day: Blood Donor Day was held Tuesday, 2 May, with a total of 166 units being donated.

12. (U/AIUO) Special Seminar: Two members of the Central Processing Branch attended a General Services Administration seminar in Richmond entitled "Shipping Household Goods" on Friday, 28 April. The seminar covered such topics as the commuted rate system versus the use of Government Bills of Lading, carrier rates and services, entitlements of individuals and common problem areas connected with shopping household effects.

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13. (U) Savings Bonds Rally: A Savings Bonds Rally was held in the Headquarters Auditorium on 1 May for Keypersons and Vice Chairpersons. Mr. Gill Goff of the Treasury Department addressed the group and showed a promotional film. Savings Bonds material has been distributed with employee paychecks.

14. (U) Redskins Tickets: Notices and applications for EAA's annual drawing for Redskins football tickets went out Monday, 1 May. Over 800 applications have already been returned to the EAA office, with the deadline not until 12 June. Winners will get to purchase two tickets to one of the Redskins' regular season home games.

15. (S) Rehired Annuitants: See attached report.

Coming Events:

* 1. Captain Robert H. Small, USN, will be the guest speaker for the military reserve unit on Monday, 15 May 1978. Captain Small's presentation will cover the latest weapons developed for the U. S. Navy. This meeting will be held in the auditorium and starts at 1745 hours.

2. On 16 May 1978 we will hold a special training session for Office of Personnel clerical employees. This presentation will deal with the activities of the Insurance Branch.

3. Mr. William Colby, former DCI, is scheduled to make a presentation to the Agency's military reserve members next Monday, 8 May, in the auditorium at 1745 hours.

/s/ F.W.M. Janney

4 MAY 1978

F. W. M. Janney

Att

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OD/Pers/[REDACTED]:jmk (4 May 78)

S E C R E T

3 May 1978

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES
FOR THE AGENCY (27 April - 3 May 1978) (U/AIUO)

1. (S) The following rehired civilian annuitant case was processed as a new hire:

DDA

25X1A

- Independent Contractor, Office of Security, effective 1 May 1978.

g rehired civilian annuitant case was
app the Deputy Director for Administration:

DDO

- Contract Employee, EUR Division one-year extension.

DDO

g rehired civilian annuitant case was terminated:

- Independent Contractor, NE Division, terminated 20 April 1978.

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